



Duty Statement

Request for Personnel Action (RPA) Number 2122-00440	Effective Date
Classification Title Information Technology Specialist II	Position Number 564-215-1414-XXX
Working Title Enterprise Architect	Bureau and Section Analysis Bureau Enterprise Architecture Section

Our mission is to help taxpayers file timely and accurate tax returns, and pay the correct amount to fund services important to Californians. In order to support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

Under general direction of the Enterprise Architecture (EA) Section Manager, the Enterprise Architecture Architect works as a technology consultant and advisor using large amounts of internal and industry information to provide expert level enterprise technology guidance. The incumbent utilizes expertise in Enterprise Architecture (EA) principles, to develop the technology direction for solutions that best use multifaceted Information Technology (IT) assets to meet business objectives. The IT Specialist II demonstrates a depth of leadership to provide analysis and design tasks required to develop components of FTB's enterprise solution architecture. This includes leadership on projects, introducing new, modifying existing, and removing old solutions involving critical integrated computer system configurations.

All duties are performed within the framework of the Department's mission and values, in accordance with FTB's Policies and General Procedures, and in alignment with FTB's IT Strategic Plan. The position provides services which encompass the IT domain of *System Engineering*.

Essential Functions

Percentage	Description
50%	<p>Set the Target Architecture, analyze technology introductions, oversee the current Architecture, and plan removal of obsolete technology using internal and industry knowledge.</p> <ul style="list-style-type: none">• Maintain current knowledge of IT Services, their components, customers, support staff, and related projects, changes and releases by leading architectural analysis of changes in our application and software change management systems.• Acquire IT industry knowledge by involvement in State and industry IT groups and research organizations, using IT industry research and analysis available to FTB, and general internet research.• Define and manage Enterprise Target Architecture (ETA) and Target Architecture Model (TAM) documentation by the creation of visual and narrative documents, including Playbooks and roadmaps.• Define the best use of IT hardware and software (Commercial of the Shelf (COTS), SaaS) by overseeing the definition of Categories and Standards, while encouraging FTB to reduce non-standard hardware and software.• Identify new technology that meets the targets and plan its inclusion, or old technology that no longer meets the targets and plan its decommissioning.• Respond to inquiries related to system additions, updates or removals and determine best addition and decommission candidates considering redundancy, costs, value and overall fit in the ETA.• Collaborate with staff who perform business process analysis in the re-engineering of any business processes related to new applications or the decommissioning of older ones.

Percentage	Description
	<ul style="list-style-type: none"> Determine any impacts of adding new or removing obsolete applications, data and business processes, using experience, industry information, and Subject Matter Experts (SME). Produce guidance or high level solution designs for executive level decision making of complex new applications or those slated for decommissioning.
25%	<p>Develop and improve the evaluation, planning and governance process and related artifacts of adding new, overseeing existing, or decommissioning obsolete systems and their related components in alignment with the ETA.</p> <ul style="list-style-type: none"> Ensure current knowledge of the State EA direction by drawing on other State staff and/or information. Maintain knowledge of FTB's hardware, software and technical staff capabilities in relation to technical trends and business needs Maintain expert knowledge of industry best practices and trends for IT application development methods, programming languages, and infrastructure applications in relation to business needs. Develop an application strategy outlining technical approaches to evolve FTB's portfolio of applications to deliver systems and services that meet the future strategic needs of the business resulting in a prioritized list of applications to be decommissioned. Present improvements to management and other stakeholders for review and feedback.
20%	<p>Articulate the enterprise service vision and the role of EA in system introduction, change, and decommissioning to FTB executives, management, project staff, vendors, peers and external experts.</p> <ul style="list-style-type: none"> Communicate the enterprise architecture plan, the use of the service management process, the service lifecycle, and the use of EA standards and artifacts, in oral and written form. Define and manage appropriate metrics. Communicate and market EA processes and progress to management. Utilize industry experts, best practices and trends to contribute to the architecture vision, goals, strategies and principles for the enterprise. Represent EA on department teams and participate in discussion groups on topics relevant to EA, ensuring inclusion of EA in FTB's governance process.

Marginal Functions

Percentage	Description
5%	Review EA deliverables, train others in FTB's EA methods and provide EA related support duties.

Employee: I confirm that I have read and understand the described duties and functions of this position.

Name (Print)

Signature

Date

Supervisor: I certify that the above information accurately represents the described duties and functions of this position.

Name (Print)

Signature

Date